DD/A 76-5575

15 NOV 1976

MEMORANDUM FOR: Director of Communications
                   Director of Data Processing
                   Director of Finance
                   Director of Logistics
                   Director of Medical Services
                   Director of Personnel
                   Director of Security
                   Director of Training

FROM   : John F. Blake
              Deputy Director for Administration

SUBJECT   : DDA Personnel Rotation Program

REFERENCE   : DDA Administrative Notice 76-6 dated
              27 May 1976

    1. Now that the Senior Personnel Rotation Program is under way and most of those chosen for rotation are in their new assignments, I want to establish a reporting system for monitoring the progress of each officer. I intend to use both personal interviews and written reports so that I will have first-hand information from those involved and have a permanent record for future guidance.

    2. The following schedule of interviews and reports will be followed:

        a. At the end of the third month in the new assignment both the rotatee and his supervisor separately will be interviewed by me or by the Associate Deputy Director for Administration.

        b. At the end of the ninth month similar interviews will take place.

        c. At the end of the 12th month a comprehensive report will be prepared by the Office Director

covering all aspects of the rotatee's performance,
his relationship with those with whom he dealt,
his progress in the position, and any thoughts on
the program as it applies to the rotatee's
situation.

    d. At the end of the 24th month a report
similar to that in Paragraph c above will be
provided.

    3. This reporting system will be in addition to fitness
reports which will continue as scheduled.

    4. The Office of the DDA/CMO will schedule interviews
based on original reporting dates. If you have any questions
about this program, please contact that office.

John F. Blake

cc: ADDA
      CMO/DDA

Distribution:
  Orig - D/CO
     1 - Cy Ea Addn'l Addressee
     1 - DDA Subject
     1 - DDA Chrono
     1 - CMO/DDA Chrono
     1 - JFB Chrono

STATINTL   CMO/DDA: ███████ pao (11/10/76)

Retyped: DDA:JFBlake:der (11/15/76) to delete last sentence of
          paragraph 3 and to change "Paragraph C" to read
          "Paragraph c".